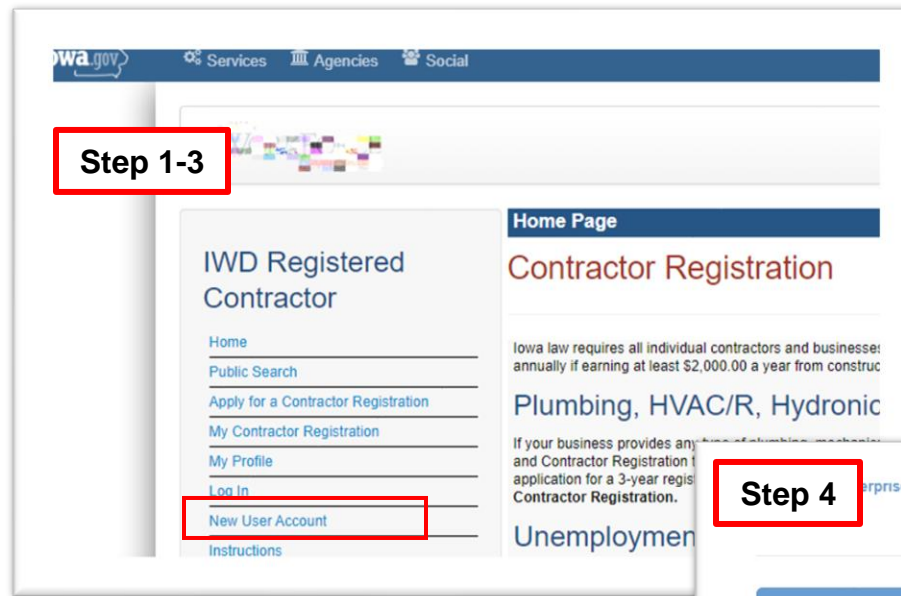


1. Go to the log-in page.  
[Contractor.iowa.gov](http://Contractor.iowa.gov)
2. **If you already have an Enterprise A&A account** (you may use the same login information created for your UI account) Login and **skip to step 14**
3. If you have not created an A&A account, click New User Account.
4. Enter the business owner/officer first and last name. Then click *Register*
5. Enter the account ID you would like to use as your login ID.
6. Enter your e-mail address then click *Save Account Details*.



7. Click OK to the pop-up →
8. You will then see the blue screen, instructing you to check your email.
9. The email will be from [entaa-noreply@iowa.gov](mailto:entaa-noreply@iowa.gov) check your spam if you do not see it.
10. On the email, make note of your account ID, then click on the account activation link.

### Step 7

gov says

You are about to register for a new account using the Account Id located at the top of the form.  
All spaces and most special characters will be stripped from your Account Id.

If you need more help press the Cancel button to close this window and then click the Help button.

Do you want to continue with your registration?

OK

Cancel

### Step 8

Confirmation

## AMANDA - Iowa Workforce Development

An email has been sent to the email address you provided.  
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

#### Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

### Step 9-10

Confirmation for AMANDA - Iowa Workforce Development External Inbox x



entaa-noreply@iowa.gov  
to me

Welcome from Enterprise A&A!

\*\*\*DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.

This email is a confirmation of the account you requested for AMANDA - Iowa Workforce Development and provides steps (see below).

#### Account Details Section:

Account ID: testonly@iowaid  
Your name: Testing Testing  
Email: [jhalsted@iastate.edu](mailto:jhalsted@iastate.edu)

If you did not request this account or think this email was sent in error, please contact the State Service Desk ([https://iowa.service-now.com/kb\\_view.do?sysparm\\_article=KB0010301](https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301)).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

#### Account Activation Process:

Step 1. Click the following link: <https://entaa.iowa.gov/entaa/sso?regToken=daf50291ce74abb6d077d183b51bdf22> If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)

Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)

Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

11. Select and answer the first two baseline security questions. You will need make up the last question. Then click Save Identity Baseline.
12. Set and save new password.
13. You will be redirected to the login page. login

### Step 11

AMANDA - Iowa Workforce Development

Identity Baseline for TESTONLY@IOWAID

On this page, you must create your identity baseline. This is a set of questions you establish for your account. If you forget your password or lock your account for any reason, you can answer these questions to get access to your account.

Question 1:

-- Select Question --

Save Identity Baseline Help

### Step 12

AMANDA - Iowa Workforce Development

Password Change for TESTONLY@IOWAID

Enter new password:

show

Confirm new password:

show

Save New Password Cancel Help

Password Rules

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, ^, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

### Step 13

AMANDA - Iowa Workforce Development

Enter your Account Id and Password and press sign in to continue.

Account ID:

testonly@iowaid

Password:

show

Sign In Account Details

14. Enter only the FEIN OR SSN (not both).  
Click continue

**NOTE: Only sole proprietors may use their SSN.**

15. Enter all the information, then click Submit.

**NOTE: You will need to enter a Unit Type/POBOX; select Building**

16. Select the phase of work your business conducts  
17. On the next screen click Continue.

## Step 14

**New User Account**

Please provide your FEIN # or SSN #. At least one is required.

FEIN:

Confirm FEIN:

SSN:

Confirm SSN:

## Step 15

**Account - Registered Contractor Information**

**Basic Profile Details**

FEIN:

SSN:

Business Name:

Email Address\*:

**Optional Information**

First Name:

Middle Name:

Last Name:

## Step 16

Disregard this notice as you are already signed into your A&A account.

**Note: plumbing, heating and HVAC must apply through IDPH.**

## Step 17

**Contractor Registration**

NAICS Code\*:

18. Fill in the information.  
19. Add attachments if applicable. If not skip to step 23

## Step 18-19

**Contractor Registration - 236220 - Commercial & Institutional Bldg Construction**  
Contractor test test Testing Sites LLC

**Registration Form** [Collapse All](#)

▼ **Contractor Registration**

UI Account Number 00989898

▼ **Business Information**

Type of Business Sole Proprietorship

▼ **Contractor Registration**

Principal Activity commercial buildings

▼ **Insurance**

Insurance Exempt? ☐ Yes ☒ No

Insurance Company Name ACADIA INSURANCE

Insurance Expiration Date 03/31/2022

Insurance Policy Number X1111

▼ **Bond**

Out-of-State Bond on File? ☐ Yes ☒ No

Surety Company Name

Bond Number

Bond Effective Type 25000

Bond Effective Date

**Exemption Form**

- Download this form below and complete it and mail to IWD if you qualify for an exemption from contractor registration fee. Or
- You can download it and fill it out and upload it from the "Attachment" section below.
- You cannot download this form anymore once you submit this page successfully.

[Fee Exemption Form](#)

**Attachment**

Click here to upload attachment

[Continue](#) [Cancel](#)

ALL contractors must provide a UI Number. Regardless of if you have/do not have employees or an out-of-state contractor.

Short description of type of work conducting.

This is only for Workers' Compensation Insurance. You ARE EXEMPT if you DO NOT have employees.

Bond only required for Out-of-State contractors.

If you have Workers' Compensation insurance of bond documents; you will need to attach them for verification. See next page

20. click Add New Row to Attach
21. select the type of document, fill in the description, choose the appropriate file. If more than one document; click Add New Row to Attach. Once done click Upload All Attachments.
22. Then click Close.

## Step 20

**Upload Attachment**

Fee Exemption Form - If you marked 'YES' to the 'Fee Exempt' and believe you qualify, you must upload a new completed, signed and notarized Fee Exemption Form yearly with your renewal. Please note: Any business type other than sole-proprietors or single member LLCs do not qualify.

- **Insurance Exempt** - If you marked 'NO' to Insurance Exempt - you must upload a copy of your current Workers' Compensation certificate listing the "Iowa Division of Labor" as the certificate holder OR your Certificate of Relief from the Iowa Insurance Division.
- **Bond** - If you are registering as a new out-of-state contractor, upload your signed and certified bond form. If you are renewing, there is no need to upload a bond; contractor registration considers your bond continuous until receiving a cancellation notice.

After receiving all the required documents and payment, your contractor registration certificate will be emailed to you within 30 days.

Questions - Call 515-242-5871 or email [contractor.registration@wd.iowa.gov](mailto:contractor.registration@wd.iowa.gov)

Attachment Description	Status
<input type="button" value="Add New Row to Attach"/>	<input type="button" value="Upload All Attachment"/>

## Step 21

**Attachment / Certificate Download**

Certificate Name	Description	Status
There is no Certificate(s) available for download.		

Type: CR: WC Insu Description: 2022

No file chosen

## Step 22

**Attachment / Certificate Download**

Certificate Name	Certificate Description	Action
There is no Certificate(s) available for download.		

23. Once you've clicked Close on the attachment screen it will get you back to the previous screen. Click Continue
24. Click OK
25. Click Make Payment
26. Click OK

## Step 23

Attachment

[Click here to upload attachment](#)

[Continue](#) [Cancel](#)

## Step 24

contractor.iowa.gov says

Are you sure you really want to submit all Registration form?

[OK](#)

[Cancel](#)

## Step 25

Click the "Make Payment" button to submit an electronic payment request to the bank, or click "Pay Later" if you want to mail in your payment instead.

Fee Description			
Reference # (Row ID)	Product Fee Description	Fee Amount	Paid in Full
96512	Contractor Registration Fee	\$50.00	No
<b>Total</b>			
Fee Amount:		\$50.00	
Paid Amount:		\$0.00	
Cancelled Amount:		\$0.00	
Fee Due:		\$50.00	

[Cancel Application](#) [Make Payment](#)

## Step 26

contractor.iowa.gov says

Are you sure you really want to pay your Contractor Registration Fees by online payment?

[OK](#)

[Cancel](#)

27. This will direct you to the US Bank website. Fill out the required fields. Select the Payment method. Click Continue

28. Dependent on the method you select, the following screen will appear. Fill in the information and click Continue.

## Step 27

Contractor Registration

Amount Due \$50.00

Frequency One Time

Payment Amount \$50.00

Payment Date Pay Now

First Name test

Last Name test

Company TESTING SITES LLC

Address 1 TEST TEST

Address 2 (Optional)

City/Town johnston

State/Province/Region IA

Zip/Postal Code 50131

Country US

Phone Number 5155555555

Email Address jhalsted@iastate.edu

Payment Method Select

A convenience fee will be charged for this transaction. This fee amount will display on the next screen to confirm your payment.

Continue Cancel

## Step 28

Payment Method Credit/Debit Card

Card Number

Expiration Date Month Year

Card Security Code

Card Billing Address

☒ Use my contact information address

☐ Use a different address

Continue

powered by USbank

Customer Service Help Privacy Policy Security

If paying via Credit Card, you will fill out this information about your card and then click "Continue."

Payment Method Checking or Savings

Sample Check

123 Main St  
Anytown, MO 12345

DATE

1215

AMOUNT \$

1215

PERSONAL CHECK BUSINESS CHECK

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings

☐ This is a business account

Continue

powered by USbank

Customer Service Help Privacy Policy Security

If paying via ACH Transfer, you will fill out this information about your bank account and then click "Continue."

29. Review payment information then click Confirm.
30. Click Continue on the next screen.

## Step 29

**Electronic Payment Solutions**

**Review Payment**  
Please review the information below and select Confirm to process your payment. Select Back to return to the previous screen.

**Payment Details**

Description: State of Iowa TEST site  
State of Iowa TEST site  
Payment Amount: \$50.00  
Payment Date: 11/13/2019

**Payment Method**

Payer Name: Maria Sanchez  
Card Number: \*1111  
Expiration Date: Dec-2032  
Card Type: Visa  
Confirmation Email: maria.sanchez@iwd.state.ia.us

**Billing Address**

Address 1: 123 Sunshine Lane  
City/Town: Zorpsville  
State/Province/Region: IA  
Zip/Postal Code: 50000

**Contact Information**

First Name: Maria  
Last Name: Sanchez  
Company:   
Address:   
City/Town:   
State/Province/Region: IA  
Zip/Postal Code: 50000  
Country: United States  
Phone Number: 5155555555  
Email Address: maria.sanchez@iwd.state.ia.us

**Confirm** [Back](#)

powered by **mc bank**

Click "Confirm."

## Step 30

**Electronic Payment Solutions**

Confirmation Number, or [print this page](#) for your records  
**VTST007823477**

Description: State of Iowa TEST site  
State of Iowa TEST site  
Payment Amount: \$50.00  
Payment Date: 11/13/2019  
Status: PROCESSED

Payer Name: Maria Sanchez  
Card Number: \*1111  
Card Type: Visa  
Confirmation Email: maria.sanchez@iwd.state.ia.us

Address 1: 123 Sunshine Lane  
City/Town: Zorpsville  
State/Province/Region: IA  
Zip/Postal Code: 50000  
Country: United States

**Continue**

A brief "Processing Payment" pop-up will show and then you will be rerouted to this Confirmation Screen. You may click here to print this screen for your records or wait to print your receipt on the next page. If you choose to print this page, a pop-up box will appear for you to confirm your printer options.

**Print**

General | Options

Select Printer

☒ Add Printer ☐ Brother PC-FAX v.3.1  
☒ Brother MFC-9130CW Printer ☐ Canon MG6600 series Pri  
☐ Brother MFC-9130CW Printer (Copy 1) ☐ Fax

Status: Ready ☐ Print to file [Preferences](#)  
Location: ☐ Find Printer...  
Comment: MFC-9130CW

Page Range  
☒ All ☐ Selection ☐ Current Page  
☐ Pages: 1  
Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1  
☐ Collate 1 1 2 2 3 3

**Print** **Cancel** **Apply**

Click "Continue."

## Step 31

### Payment Receipt

Thank you for using the Online Service.  
Please [PRINT](#) the receipt here.

This is your official receipt. You can print this page by clicking here.  
A payment confirmation will also be automatically sent to you via email.  
If you choose to print this page, a pop-up box will appear for you to confirm your printer options on this page as well (as illustrated on last page).

### Receipt

#### Receipt Information

Receipt No.:	93220	Payment Date:	12/16/2019	Invoice No.:	121961
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#### Payer Information

Company:	Sunshine Dynamics
Payment Made By:	Maria Sanchez
Phone No.:	
Payment Method:	
Payment Amount:	
Comments:	

**\*\*\*IMPORTANT\*\*\*** Your application is not yet complete. You must go back to the "My Contractor Registrations" page in order to finish your registration submission. Failure to do so will result in an incomplete application. The submission will be incomplete and contractor staff will not be notified to review and approve your application.

#### Receipt Details

Fee Description	Reference # (Row ID)
Contractor Registration Fee	78315
Total:	

[Home](#)

[My Contractor Registrations](#)

## Step 32

### My Contractor Registrations

- If there is a balance due, you **MUST** pay that bill before you can renew your registration. Click the "Make Payment" link to review the fee details and pay the bill.

NAICS Code	Registration #	Status	Issued Date	Expiration Date	Balance Due
238990 238990 - All Other Specialty Trade Contractors		Under Review			\$0.00

### Finished!

You'll know that you've submitted your online application to us because the status on your "My Contractor Registrations" page is "Under Review." A member of the Contractor Registration staff will review your application and contact you via email if any additional information is needed.

Once your application is approved, you will receive an email from our computer system, "Amanda Creg." A registration certificate like the one above will be attached as a pdf document that you can print off.